

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on July 21, 2011 at 6:00 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL

EXCUSED: DON CARMICHAEL, MONICA GOLOMSKI, KATHY PLETCHER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, and Curt Beyler (staff); Vicky Van Vonderen (incoming Board member), Kevin Raye (BC Information Services)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Remove item 11 – Approve Filling Open Library Positions

Modify item 9 to read “Approve Budget Adjustment for Restroom Upgrades.”

Motion by Kegel, seconded by Bubolz, to approve the modified agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received.

OPEN FORUM FOR THE PUBLIC

No members of the public were present.

INFORMATION SERVICES REPORT ON SERVICE RECEIVED

Kevin Raye provided project status updates. EZ Proxy is running; all that remains is for staff to test final configuration. Sarah Evers (I.S.) has tried a couple things at the Pulaski Branch to see if she can get computers to lock down within Sam, and Comprise has now been able to see this issue in other places.

The problem reported with printing pictures at Pulaski does not appear to be the T-1 line or other infrastructure, otherwise, we would be seeing the same problem at Denmark, Wrightstown and East if it is a network issue. Sarah tested some print jobs and determined that the file size is the problem – the file size of a problem image was 20MB when it spooled to the printer, even though it started at 200K. The suggestion is to test some different file types and applications (a .bmp in Paint, as opposed to a .jpg in Word) to see if a software or user solution can be found.

Staff have run into several situations where the security on staff computers intended to prevent files from flash drives from transmitting viruses to the Brown County network has prevented the ability to use staff laptops for presentations by colleagues, including one intended to be part of an interview for a new Teen Librarian. (It was noted that the UW-Extension Office has encountered similar problems.) Any public device should be free of security, but we need to look at the staff machines that are used by staff and public for Library events to come up with a list of things that need to be addressed. An upgraded product is being researched that would give us a way to manage it.

Installation of computers from UWGB are moving forward. As soon as we get the machines from GB, Sarah will be ready to configure and install them at Central and Weyers-Hillyard without delay.

Kevin would like to look at moving the SAM server over to the County's new server environment, considering the needs wireless printing will put on server configuration and infrastructure.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

John gave a short overview of the work of the Task Force thus far. Meeting upcoming with Bill Dowell to review the proposal and budget and see if there is any way to trim items in the budget, in addition to a meeting with Sommerville on the same subject. Kathy

and John will be on the agenda for the September meeting of the Brown County Taxpayers' Association. After audiences get over the shock of the price tag, people seem to be pretty receptive.

From Vicky: Are there more opportunities for the Library to gain revenue by offering our space/services to organizations who have lost the ability to maintain their own spaces? Lynn responded that right now meeting rooms are at capacity: recently we've had to turn away the Ed & Rec meeting in August, and don't have space to offer the Library as a cooling shelter in our latest heat wave.

The 2012 County budget includes \$1.9M of bonding for architectural and engineering work and replacement of the elevators, and bonding in 2013 for construction.

We are working toward extending our strategic plan to 2020 that includes facility updates, so that we can sell the repair and renovation as part of a bigger plan for future library service to the community.

b. Solar Energy Projects

SEEDs has enough money to start installing the solar panels and infrastructure at the Kress Branch, and they have applied for permits. A promotional brochure was mailed to people who might be willing to fund the educational component of the project, and Carla will be following up by making phone calls to donors in a couple of weeks. At the Weyers-Hilliard Branch, ground will be broken on August 1, with the two tracking pedestals slated to go up in the last week of August.

c. Other activity

Curt reported that the electrical panel at Southwest will be replaced at the end of July. Wire mold at East will go in starting August 8 to add electrical outlets available for public and staff use. Drawings for bathroom renovations have been approved and sent to purchasing to go out to bid; bids will be due August 15 in time for approval for the August board meeting. The hope is to move the project forward through the County Board in order to start work on the restrooms before colder weather makes port-a-lets undesirable. Terry thanked Curt for his continued work to find efficiencies and savings.

ACCOUNTANT'S REPORT

a. Financial Report May and June financials were distributed. Lori reported that our utility costs are under budget, due to lower consumption and a high estimate of utility rates from WPS, and we are also under budget in fringe benefits and I.S. chargebacks.

Motion by Kegel, seconded by Bubolz, to accept the May and June financial reports. **Motion carried.**

b. Acceptance of Gifts, Grants and Donations

Motion by Bubolz, seconded by Froelich, to accept May, 2011 and June, 2011 gifts, grants and donations as presented below:

May, 2011

Gifts & Donations:

Friends of the Brown County Library	\$ 565.88	WH children's chair
Friends of the Brown County Library	312.30	SW floor mat
Friends of the Brown County Library	2,250.00	Summer Reading Prog.
Friends of the Brown County Library	50.00	Kress performers
Branch Buddies of the Brown County Library	625.00	Kress performers
Bill & Melinda Gates Foundation - earned grant revenue	279.60	Computer equipment
Ashwaubenon	22.36	Donation Box
Bookmobile	8.45	Donation Box
East	70.64	Donation Box
Weyers/Hilliard	33.15	Donation Box
Central Circulation		Donation Box
Kress	44.70	Donation Box
Adult Services	15.26	Donation Box
Pulaski	18.00	Donation Box
Southwest	21.50	Donation Box
Wrightstown	20.04	Donation Box
Total Donations	\$ 4,336.88	

Federal and State Grants:

Nicolet Federated Library System	\$ 11,487.99	Collection development
Nicolet Federated Library System	96.50	Continuing education
Nicolet Federated Library System	495.00	Technology
U.S. Housing & Urban Development	22,500.00	Skylight Project

There may be additional possibilities, such as creating Library satellite "outposts" in Bookmobile stops at staffed locations where we could place deposit collections.

Looking at the carryover as a safety net – implementing some of the other savings possibilities, and use the carryover to cover our shortfall later in the year only to the degree we don't realize the full savings in the first year of changes.

Vicky suggested that we might be able to use the potential long-term savings of possibilities such as moving the Pulaski Branch into the High School as collateral against the shortfall, and ask the County Executive to make up the shortfall in the amount that we took from last year's carryover and folded into this year's revenue. Terry recommended that we make the best possible attempt to implement savings that will come from changes to work rules. Lynn brought up the possibility of reimbursement for library service provided to users who live in parts of neighboring counties and don't pay for local library service as a potential revenue source down the road, and advised that the Board consider this potential when thinking about any possible service reductions.

Carla raised concerns about continuing to work under a structural deficit by relying on the carryover to balance the budget from year to year. Lynn shares Carla's concerns, but wouldn't recommend pursuing this strategy for a second year if she didn't think the Library would be able to make up much of the difference. Without projections for any of these steps, though, the only way to submit a balanced budget at this time is to use carryover.

Paul recommended that we move forward, working toward reducing the amount of 2011 carryover that will actually be needed for operating expenses by a) making a request that the County restore \$130,000 to the 2012 budget, representing the offset to the 2011 Budget made by using 2010 carryover funds that was not taken into consideration in the County Executive's budget target for 2012, and b) charging the Library's administrative team to work during the rest of 2011 and through 2012 to implement cost savings based on projected gains from work rules and staffing structure. Through these steps, the Library might be able to entirely balance the budget without using the carryover.

Motion by Kegel, seconded by Hickey, to approve the 2012 budget, covering the \$186,541 structural deficit with carryover funds from the 2011 budget. **Motion carried.**

APPROVE BUDGET ADJUSTMENT NOTICE FOR SELF CHECK AT WEYERS-HILLIARD BRANCH

A second self-check station has been approved for funding by the Friends of the Library. **Motion** by Froelich, seconded by Bubolz, to approve the budget adjustment. **Motion carried.**

APPROVE BUDGET ADJUSTMENT FOR RESTROOM UPGRADES

Motion by Froelich, seconded by Bubolz, to approve the budget adjustment. **Motion carried.**

APPROVE TABLE OF ORGANIZATION CHANGE

This action will cover the difference in pay for times when a substitute is required to drive the Bookmobile. Human Resources advised that this was not actually required as a table of organization change, so no action was necessary.

EMPLOYEE TRANSITION

Terry and Lynn attended a meeting with Troy Streckenbach, Ellen Sorensen and Debbie Klarkowski, as well as Fred Mohr, John Luestcher, Vicky Van Vonderen and Jesse Brunette, to discuss the transition for the Library Board to accept library staff as employees of the Library, rather than employees of the County, as allowed by state statute. The Board would want to have contracts with the County to continue administrative services (HR, payroll, purchasing, IS, etc.). Of concern is the partnership between the Library Board and the County Board, and the degree and type of authority the County Board has over expenditure of levy funds at the Library.

Vicky thought this might be a hard sell for the County Board, particularly as it pertains to expenditure of funds, but also in terms of the Library Board's authority to then close branches. A proposal brought up in the meeting included increasing the number of County Board members on the Library Board to two, and developing an agreement with the County Board to maintain branch locations based on a commitment to fund the Library at least at a particular funding level.

Some of the funding that we get from NFLS and from the State is predicated on our compliance with state statutes for library governance. Troy is interested in adhering to the statute, as well as finding the most efficient and effective way to spend funds designated for library services.

One way forward would be to start planning for a transition to take place at the time the unions recertify, and begin to lay out the steps for contracting for services with the County, or to begin setting forth a Memorandum of Understanding with individual county departments to establish expectations for operation for 2012. As a first step, Troy and Fred will be asked to present at the next Ed & Rec meeting the intention to make the Library Board the employer of Library staff at such time as the bargaining units are required to recertify, sometime between January and April, 2012.

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly update** Discussion about Maintenance of Effort was lengthy at the last NFLS Board meeting, with five library directors in attendance. Dale Cropper will be serving on a committee to plan for e-book collection at the state level.

PRESIDENT'S REPORT

There was no report.

DIRECTOR'S REPORT

Lynn called attention again to the possibility of collecting reimbursement for library services from neighboring counties. Further discussion will take place at a future Board meeting.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Chris asked about the concealed weapons law, and its impact on the Library. This will be placed on the agenda for an upcoming Board meeting.

ADJOURNMENT

Motion by Buboltz, seconded by Froelich, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:05 p.m.

NEXT REGULAR MEETING

August 18, 2011

Wrightstown Branch Library

615 Main Street, Wrightstown

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary

Lynn Hoffman, Recording Secretary